

CODE: 1102
FLSA: NON-EXEMPT
GRADE: 10

TOWN OF VIENNA, VIRGINIA
JOB DESCRIPTION

JOB TITLE: LEGAL SECRETARY
TOWN ATTORNEY'S OFFICE

GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of secretarial and clerical work in the Town Attorney's Office. Work involves handling legal work and providing administrative support to the Town Attorney by typing; filing; faxing; drafting letters and memorandums; answering the telephone and taking messages; organizing incoming mail; ordering supplies; collecting material regarding appeals and informing Attorney and Police Officers; delivering memorandums to the Mayor, Council members, department heads, and staff; updating library books; and providing Notary Public services. Reports to the Town Attorney.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Types letters, memorandums, agenda communications, revisions to Town Code, agreements, etc.

Performs filing; creates files.

Takes calls and messages; places calls to court regarding appeals and to Police Officers.

Delivers mail to Mayor, Council, and department heads.

Drafts letters, memorandums, and correspondence to submit to Attorney for revision and approval.

Faxes outgoing correspondence.

Orders supplies.

Updates library books; replaces supplements.

Provides Notary Public services.

Process and organizes incoming mail by reading, highlighting, stamping, and sorting.

Assembles and organizes all documents for trial preparation.

Provides assistance to other departments in locating old files.

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Receives and/or reviews various records and reports such as letters/memorandums from employer, incoming mail, agenda communications, letters/memorandums from department heads, and police arrest notices.

Prepares and/or processes various records and reports such as incoming correspondence, police reports, draft memorandums/letters, and information and documents regarding trial/litigation.

Refers to running files, bankruptcy files, files (general category and research), Town Code manual, Trial binders containing important information and documents, policy and procedure manuals, computer manuals, codes / laws / regulations, publications and reference texts, etc.

Operates a variety of equipment such as a computer, fax machine, typewriter, printer, copier, etc.

Uses a variety of supplies such as copy paper, file jackets and file labels, message pads, writing instruments, binders, general office supplies, etc.; and a variety of computer software such as Microsoft Word, Fairfax County C Span, etc.

Interacts and communicates with various groups and individuals such as the Town Attorney, Mayor, Council members, Town Manager, Town Clerk, Department of Public Works, and the general public.

ADDITIONAL JOB FUNCTIONS

Performs general administrative/office duties as required, including typing reports and correspondence, entering and retrieving computer data, copying and filing documents, sending and receiving faxes, answering the telephone, establishing and maintaining filing systems, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires an Associate's degree supplemented by four to five years of responsible secretarial or administrative support, preferably in a legal environment; or an equivalent combination of education, training, and experience, which provides the required knowledge, skills, and abilities. Must be a Notary Public.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, audio tape recorders, copiers, calculators, etc. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

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Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving direction and/or instruction from supervisor.

Language Ability: Requires ability to read a variety of policies and procedures, computer manuals, legal documents, etc. Requires the ability to prepare reports, records, correspondence, legal documents, etc. with proper format, punctuation, spelling, and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; to deal with several abstract and concrete variables. Requires the ability to learn and understand relatively complex principles and techniques; to make routine and non-routine independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow verbal and written instructions. Must be able to communicate effectively and efficiently using legal terminology with co-workers and the general public.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office machinery.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to tension as a regular, consistent part of the job.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures, and policies of the Town Attorney's Office as they pertain to the performance of duties of the Secretary. Has knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Has excellent secretarial, clerical, data processing, organizational and interpersonal skills. Has good knowledge of court procedures and legal documents that must

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be prepared to ensure proper case management and documentation. Has good knowledge of legal terminology. Has the mathematical ability to handle required calculations. Is capable of producing quality work that requires close attention to detail. Is able to maintain confidentiality as required. Is able to offer assistance to co-workers and employees of other departments as required. Is able to learn and utilize new skills and information to improve job performance and efficiency. Has knowledge of modern office practices and technology; is skilled in the use of computers for word and data processing. Is able to type and accurately and at a speed necessary for the successful completion of assigned duties. Has knowledge of how to use and maintain a variety of office equipment. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to prepare routine forms, records and reports with accuracy and in a timely manner. Has knowledge of how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Has knowledge of how to react calmly and quickly in emergency situations. Is able to establish and maintain effective relationships as necessitated by work assignments.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external

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entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.